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**CONFIDENTIAL**

MAR 27 1953

MEMORANDUM FOR: Chief, Logistics Office

SUBJECT : Logistics Office - Table of Organization

25X9 1. This Office has approved the Table of Organization for the Logistics Office which provides for [ ] positions with ceiling established at the same figure.

2. Although the Table of Organization proposed by your Office is approved, subject to certain revisions affecting classification grades, I believe the following observations should be made:

a. Decision to approve the Table of Organization in the numbers proposed is based on my feeling that we do not yet have sufficient information to develop a solid understanding of the full scope of your operating responsibilities. Until the supply system is functioning on a well-organized basis, I am not disposed to make a determination of what the precise personnel requirements of the Logistics Office should be.

b. Proper coordination should be arranged with the Deputy Director (Plans) organization in connection with those functions which have a particular bearing on the Deputy Director (Plans) activities, as for example, the inspection and review of overseas logistics operations.

c. A continuing effort should be made to eliminate all possible areas of duplication. The danger of duplicated work is present in an organizational plan which assigns to staff units functions which complement the responsibilities of operating divisions. Additionally, the possibility of eliminating duplication of work between the Logistics Office and the operating components of the Agency requires your constant investigation and study.

d. As increased, your Table of Organization may provide positions in excess of your actual requirements. Only those positions should be filled as are determined to be necessary for performing the responsibilities of the Logistics Office.

e. The position allotment of the Logistics Office will be subject to continuing scrutiny by this Office. Also, it is my plan to ask for a re-examination of your staffing requirements on or about 1 January 1954.

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By:	

L. K. WHITE  
Assistant Deputy Director  
(Administration)

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cc: AD/P (with T/O)

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